

**ADMINISTRATIVE ASSISTANT I**  
**Supplemental Application**  
**Announcement Number 09-025**  
**Filing Deadline: 4:30 p.m., Monday, November 16, 2009**

**This form must be submitted with the Superior Court of California, County of San Bernardino Employment Application.**

This supplemental application and the regular Court application will be the basis for the competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. A resume will not substitute for this form or the Court application.

On a separate paper, please describe in detail, but as concisely as possible, your experience and accomplishments in each of the following areas. Your responses should be limited to one page or less for each area. Specify the employer, the position held, and dates when describing your experience.

- 1. Experience with Microsoft Office software including, Word, Excel, Outlook and Power Point to create documents and communicate with employees and the public.**
- 2. Scheduling meetings and conferences, preparing meeting materials, agendas and taking and distributing meeting minutes.**
- 3. Maintaining supervisor's calendar and making appointments.**
- 4. Making travel arrangements and preparing travel claims.**
- 5. Typing letters, reports, numerical and technical material from drafts.**
- 6. Proofing and correcting written material for grammar, punctuation, spelling and format accuracy.**

CERTIFICATE OF APPLICANT: I certify that all statements made in this supplemental application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_